



4334-63

## **DEPARTMENT OF THE INTERIOR**

### **Office of the Secretary**

**Proposed Renewal of Information Collection: OMB Control Number 1090-0009,**

### **Donor Certification Form**

[156D0102DM DS62200000 DLSN00000.000000 DX.62201]

**AGENCY:** Office of the Secretary, Office of Financial Management.

**ACTION:** Notice and request for comments.

**SUMMARY:** In compliance with the Paperwork Reduction Act of 1995, the Office of Financial Management, Office of the Secretary, Department of the Interior announces the proposed extension of a public information collection and seeks public comments on the provisions thereof.

**DATES:** Consideration will be given to all comments received by **[INSERT DATE 60 DAYS AFTER DATE OF PUBLICATION IN THE FEDERAL REGISTER]**.

**ADDRESSES:** Send your written comments to Paul Batlan, Office of Financial Management, 1849 C St. NW., MS 2557 MIB, Washington, DC 20240, or email him at [Paul\\_Batlan@ios.doi.gov](mailto:Paul_Batlan@ios.doi.gov). Individuals providing comments should reference the “Donor Certification Form, OMB Control Number 1090-0009”.

**FOR FURTHER INFORMATION CONTACT:** To request a copy of the information collection request, any explanatory information and related forms, see the contact information provided in the ADDRESSES section above.

**SUPPLEMENTARY INFORMATION:**

## I. Abstract

This notice is for renewal of information collection.

The Office of Management and Budget (OMB) regulations at 5 CFR part 1320, which implement the Paperwork Reduction Act of 1995, 44 U.S.C. 3501 et seq. , require that interested members of the public and affected agencies have an opportunity to comment on information collection and recordkeeping activities (see 5 CFR 1320.8 (d)).

This notice identifies an information collection activity that the Office of Financial Management will submit to OMB for approval for the Department and its bureaus to continue to collect information from proposed donors relative to their relationship(s) with the Department. The Department and its individual bureaus have gift acceptance authorities. In support of the variety of donation authorities in the Department and increasing numbers of donations, it is the policy of the Department to ask those proposing to donate gifts valued at \$25,000 or more to provide information regarding their relationship with the Department. The purpose of this policy is to ensure that the acceptance of a gift does not create legal or ethical issues for the Department, its bureaus, or potential donors. The information will be gathered through the use of a form that collects information relevant to the acceptability of the proposed donation in conformance with the Department's donations policy. The form is completed and certified by the prospective donor then submitted to the Department or its bureau for review. Having the donor certify his or her interactions with the Department gives the staff vetting the proposed donation basic information to be verified, resulting in a more efficient and timely donation review process.

| Information collected                                                                                                                                                                         | Reason for collection                                                                                                                                                                                                   |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Name, and indication whether executing in individual capacity, or on behalf of an organization.                                                                                               | To identify the donor, and whether the donor is acting individually or on behalf of an organization.                                                                                                                    |
| Declaration whether the donor is involved with litigation or controversy with the Department.                                                                                                 | To assist the Department in determining whether there are any issues associated with the proffer of the gift that need to be more closely examined.                                                                     |
| Declaration whether the donor is engaged in any financial or business relationship with the Department.                                                                                       | To assist the Department in determining whether there are any issues associated with the proffer of the gift that need to be more closely examined.                                                                     |
| Declaration whether the donor has been debarred, excluded or disqualified from the non-procurement common rule, or otherwise declared ineligible from doing business with any Federal agency. | To assist the Department in determining whether there are any issues associated with the proffer of the gift that need to be more closely examined.                                                                     |
| Declaration as to whether the donation is expected to be involved with marketing or advertising.                                                                                              | To assist the Department in determining whether there are any issues associated with the proffer of the gift that need to be more closely examined.                                                                     |
| Declaration whether the donor is seeking to attach conditions to the donation.                                                                                                                | To assist the Department in determining whether there are any issues associated with the proffer of the gift that need to be more closely examined.                                                                     |
| Declaration whether this proposed donation is or is not part of a series of donations to the Department.                                                                                      | To assist the Department in determining the scope and context of the donation, and to assist in determining whether there are any issues associated with the proffer of the gift that need to be more closely examined. |
| Signature, Printed Name, Date, Organization, Email address, City, State, Zip, and daytime or work phone number.                                                                               | To establish the contact information of the potential donor, and have the certifier sign the certification form.                                                                                                        |

## II. Data

(1) *Title:* Donor Certification Form

*OMB Control Number:* 1090-0009.

*Current Expiration Date:* September 30, 2015.

*Type of Review:* Information Collection Renewal.

*Affected Entities:* Individuals or households, Businesses, Not-for-profit institutions, Tribal governments.

*Estimated annual number of respondents:* 250

*Frequency of responses:* Once per prospective donation.

*(2) Annual reporting and recordkeeping burden:*

*Total annual reporting per response:* 20 minutes.

*Total number of estimated responses:* 250.

*Total annual reporting:* 84 hours.

*(3) Description of the need and use of the information:* This information will provide Department staff with the basis for beginning the evaluation as to whether the Department will accept the proposed donation. The authorized employee will receive the donor certification form with the proposed donation. The employee will then review the totality of circumstances surrounding the proposed donation to determine whether the Department can accept the donation and maintain its integrity, impartiality, and public confidence.

### III. Request for Comments

The Departments invite comments on:

(a) Whether the collection of information is necessary for the proper performance of the functions of the agencies, including whether the information will have practical utility;

(b) The accuracy of the agencies' estimate of the burden of the collection of information and the validity of the methodology and assumptions used;

(c) Ways to enhance the quality, utility, and clarity of the information to be collected; and

(d) Ways to minimize the burden of the collection of information on respondents, including through the use of appropriate automated, electronic, mechanical, or other collection techniques or other forms of information technology.

“Burden” means the total time, effort, and financial resources expended by persons to generate, maintain, retain, disclose, or provide information to or for a Federal agency. This includes the time needed to review instructions; to develop, acquire, install, and use technology and systems for the purposes of collecting, validating, and verifying information, processing and maintaining information, and disclosing and providing information; to train personnel and to be able to respond to a collection of information, to search data sources, and to complete and review the collection of information; and to transmit or otherwise disclose the information.

All written comments, with names and addresses, will be available for public inspection. If you wish us to withhold your personal information, you must prominently state at the beginning of your comment what personal information you want us to withhold. We will honor your request to the extent allowable by law. If you wish to view any comments received, you may do so by using the contact information in the ADDRESSES section above. A valid picture identification is required for entry into the Department of the Interior.

Comments submitted in response to this notice will be summarized and/or included in the request for OMB approval of this information collection; they also will become a matter of public record.

An agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a currently valid Office of Management and Budget control number.

Douglas A. Glenn,  
Deputy Chief Financial Officer and Director,  
Office of Financial Management,  
Department of the Interior.

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